

**Cheveley Parish Council**  
c/o 59 West Street, Isleham, Ely, Cambridgeshire, CB7 5SD.  
Tel: 01638 780835  
Email: [clerk@cheveley-pc.gov.uk](mailto:clerk@cheveley-pc.gov.uk)  
Website: [www.cheveley-pc.gov.uk](http://www.cheveley-pc.gov.uk)

**Chairman: Mrs Sallie Thomas. Vice-Chair: Mr James Hadlow. Clerk: Mrs Marilyn Strand.**

**MINUTES**

Cheveley Parish Council Full Council Meeting on  
**Tuesday 9<sup>th</sup> February 2021 at 7.30pm**  
held online via Zoom meeting platform.

**Present:** Alison Day, Richard Fullerton, Jane Gibson, James Hadlow (Vice-Chair), Sheila Marvin, Brent Noble, Sallie Thomas (Chairman), Robert Treanor and Sue Willows. Clerk: Mrs Marilyn Strand.  
County Cllr Mathew Shuter and District Cllr Alan Sharp were also in attendance.

There were 3 members of the public present.  
The meeting was opened at 7:30pm.

Under the Local Authorities and Police and Crime Panels (Coronavirus) (Flexibility of Local Authority and Police and Crime Panel Meetings) (England and Wales) Regulations 2020, this meeting was held remotely using an online meeting platform. The meeting was open to the public (including the press).

**130/20/21 Apologies and approvals for absence**  
None.

**131/20/21 Declarations of Pecuniary and Non-Pecuniary Interests**  
Cllrs Hadlow and Noble declared a non-pecuniary interest in item 140/20/21 – Cemetery Matters (both own property adjacent to the cemetery).

**132/20/21 Open Forum for Public Participation (10 mins)**  
A resident commented on item 136/20/21(e) – planning application at Freshwinds, 47 High Street and asked the PC to take their concerns into account when responding to the application: -

- The proposed dwellings are still too tall despite the applicant making some changes following withdrawal of the previous application.
- Unit 1 is situated too close to no. 39 High Street and the garages are situated too close to the office building in the garden of no. 41 High Street. The submitted plans do not show the correct boundaries in relation to existing properties.
- There will still be 10 to 12 cars coming out of the driveway onto a dangerous corner where cars are often park making visibility difficult.

**133/20/21 Approve Minutes of the meeting held on 12<sup>th</sup> January 2021 (to be signed at a later date).**

- The minutes of the meeting held on 12<sup>th</sup> January were agreed as a true record with the following amendments: -

Add: **County Cllr Mathew Shuter was also in attendance.**  
Item 126/20/21(d) final sentence – It was agreed to ask for a sign....saying “Cheveley, please ~~drive~~ **drive** carefully.”

**134/20/21 Matters Arising including reports from the Clerk, Councillors and volunteers (for information only)**

(a) To note report from the Clerk (written) of work in progress and actions completed – NOTED as follows: -

1. Facebook/website updates this month include: bollards on Oak Lane/Saxon Street Rd; roadworks on Broad Green; damage to BBQ in rec; Walking in Cambridgeshire; McCalmont Cup/Young Volunteer awards; Weatherby Inquiry; Covid-19 scams awareness; chippings on footpath.
2. Telephone/broadband services – our current BT contract costs £23.99 per month and ends in February 2022 (signed up in February 2020). Most other providers are charging around the same amount per month for a comparable average download speed. A reminder has been set to compare prices again early next year.
3. KJ Architects invoices for project administration: we are currently paying month 3 of a potential 6-month contract (duration dependent upon project) as per the quotation agreed in August last year (work stage G) for £4950.00 +VAT.
4. Cllr Fullerton spread wood chippings along roughly 90 yards of the Icknield Way path on 14<sup>th</sup> January and again on 20<sup>th</sup> January to improve the surface for walkers.

5. McGregor Services have said they “would be very pleased to continue the contract with Cheveley PC for three more years and we confirm that there will be no price increase during that time”.
6. As agreed at the PC’s meeting on 12<sup>th</sup> January, payment to Tony Poole builders for £32,253.15 +VAT was made once a VAT invoice had been received and circulated to signatories.
7. The HSBC current account and Unity Trust savings account are in the process of being updated with new signatories. Unity Trust Bank is also in the process of setting up two new current accounts for the PC, one for the PC’s everyday expenses and one for the Parish Hall.
8. The McCalmont Cup and Young Volunteer awards have been advertised on the PC’s website, Facebook page and on notice boards, and all community groups have been invited to submit nominations and reports for this year’s Annual Parish Meeting. The deadline for nominations is Sunday 28<sup>th</sup> February.
9. CAPALC Councillor training – Cllr Rob Treanor is awaiting suitable dates to be released as February’s sessions had already been over-subscribed.
10. Verges on Oak Lane and Saxon Street Road – some drivers have been mounting the verges between the posts which has caused some damage.
11. Street light at the junction of High Street and Coach Lane – this had been hit by a vehicle. Balfour Beatty have taken down the column and a replacement will be in place and working by 12<sup>th</sup> March.
12. Registration documents showing the PC as proprietor of the former URC Building and car park have now been received from our solicitor.
13. Oak Lane flooding/standing water – CCC intends to clear any gullies in this location, and also plans to clear the roadside ditch and put in a couple of grips (shallow ditches) to drain rain water from the road into the main ditch.
14. The Clerk has booked onto the SLCC Virtual Practitioners’ Conference which will take place between 23<sup>rd</sup> and 25<sup>th</sup> February. Sessions will also be available to view on ‘catch up’ after the event.

Other matters reported at the meeting: -

- Weatherby Crossing – the Planning Inspectorate’s interim decision is that the crossing should be designated a restricted byway.
- Cllr Marvin reported that CCC had carried out the white lining work on Spurling Close and Somerset Court.

(b) To note report from Cllr Thomas re: parish Rights of Way – NOTED.

### 135/20/21 Reports from District and County Councillors (Verbal).

County Cllr Mathew Shuter reported the following: -

- CCC has agreed to raise its portion of the Council Tax by 2.99% - 1% specifically for adult social care and 1.9% for general funds.
- £4m will be invested in the County’s pavements over the coming year.
- A budget has been created to deal with flooding issues across the county.
- Recycling Centres remain open and the booking system is working well.
- Vaccination Centres have now been set up in Newmarket and the vaccination programme is well underway.

District Cllr Alan Sharp reported the following: -

- ECDC has passed its housing delivery test with a rate of 87%; the pass rate is 75%. The test looks at how many houses are being built compared to how many have been given planning permission.
- ECDC had suffered an IT outage all of last week meaning some emails may not have got through. Councillors were asked to re-send any emails that they had had no response to.
- The government has confirmed that elections this May will go ahead.
- Cambridgeshire Constabulary has increased its share of Council Tax by £15.00 per year on a Band D property.
- The Approved Climate Change Supplementary Planning Document has been adopted.

### 136/20/21 Planning Applications & Planning Matters

- (a) 21/00018/FUL 77 Duchess Drive, Newmarket – single-storey rear extension forming kitchen, sitting room and store – NOTED with no comments.
- (b) 21/00017/TRE Flint Hall, 104 High Street – Ash (T1) and Maple (T2) – fell owing to damage being caused to retaining wall and their unsuitability for retention owing to proximity to building – NOTED with no comments.

- (c) 20/01690/FUL 123 High Street – erect new conservatory – NOTED with no comments. It was also noted that ECDC’s Conservation Officer had objected to the proposal on the grounds of poor design and materials.
- (d) 19/00767/OUM Home Office Bungalows, Little Green – Outline planning application for residential development for up to 22 dwellings following the demolition of 6 bungalows with all matters reserved except access – NOTED with no further comments to those previously put forward.
- (e) 21/00136/RMA Freshwinds, 47 High Street – reserved matters of landscape, layout, appearance and scale following approval for the erection of 3 no. new dwellings and access drive, changes to parking for no. 45 and widening of drive to no. 47 (18/01556/OUT) – NOTED with the following comments: -
- The applicant has gone some way to addressing the issue of the height of the dwellings, with the tallest now being reduced from 8.3m to 6.9m. However, the dwellings are still larger than was originally proposed and the PC would like the height reduced further so that the dwellings are subservient to the existing dwellings on the High Street.
  - The PC would like to restate its previous concerns regarding access onto the High Street from this location. The driveway is on a bend in the road and visibility may be difficult given that cars are often parked outside existing dwellings in this location.
- (f) Report on ECDC planning decisions & Tree Works Applications – NOTED.

**137/20/21 Finance** – Payments for consideration and approval this month – AGREED.

(a)	Ref: Payee/Item	Chq. No.	Total	Excl. VAT
(1)	Twin Dots – website support Feb 21	DD	£50.40	£42.00
(2)	Staff costs Jan 21	SO	£1,535.23	
(3)	Clerk expenses Jan 21	101354	£43.20	
(4)	Eon Street Lighting Feb 21	DD	£41.84	£39.85
(5)	McGregor Services – Jan 21	101356	£96.00	£80.00
(6)	ECDC play area inspection – Jan 21	DD	£30.00	£25.00
(7)	Green Cloud Hosting – Feb 21	DD	£47.88	£39.90
(8)	MHH – payroll services Jan 21	DD	£27.60	£23.00
(9)	BT – telephone & broadband	DD	£72.37	
(10)	Wave – cemetery water Oct 20-Jan 21	DD	£11.97	
(11)	Dale Jeffery – pavilion light	101357	£127.20	£106.00
(12)	SLCC – virtual Practitioners’ Conference	101358	£90.00	£75.00
(13)	K&M Lighting – street lights maintenance	101359	£243.00	£202.50
(14)	KJ Architects – project month 3 of 6	101360	£990.00	£825.00
(15)	Unity Trust opening deposit – PC	101361	£500.00	
(16)	Unity Trust opening deposit – Parish Hall	101362	£500.00	
	<b>Total payments for the month</b>		<b>£4,406.69</b>	

Cheque no. 101355 Void due to writing error.

**138/20/21 Administration**

- (a) Date for the Annual Parish Meeting 2021 – it was agreed to hold this online on Tuesday 20<sup>th</sup> April. The Clerk was asked to produce a Zoom etiquette document to send out with the meeting agenda.
- (b) To consider obtaining further VAT advice regarding the Parish Hall, cost - £600. Based on information supplied by the Clerk, the Parkinson Partnership had quoted to assess all VAT options regarding the refurbishment of the Parish Hall in order to maximise VAT recovery on costs. It was therefore proposed to accept the quotation. Councillors voted 8 in favour with 1 abstention and the proposal was CARRIED.

**139/20/21 Community/Community Groups**

- (a) Cheveley Parish Hall: -
1. Update on loan – further information had been requested and submitted and the application has now been passed onto the next stage of the approval process.
  2. Update on repairs and renovations project (verbal) and site meeting minutes from KJ Architects: site meeting minutes had only been available for circulation today. The Clerk gave a verbal update – decoration is underway in the old chapel hall; windows are under construction; all outside work has been completed except the windows and rendering; damp injection completed, awaiting certificate. The completion date will now be towards the end of April, a delay of 3 – 4 weeks. Installation of the CCTV, security and fire alarms, disabled toilet alarm and Wi-Fi is underway, as is the new heating system. It was agreed that any oil left in the old tank should be drained and

- put into the new tank once installed. The small, wooden cross above the door to the street will be removed and cleaned and may be reinstated and this will be discussed at a future meeting.
3. Retaining wall – to consider updated information following structural engineer’s recommendations: it has been recommended to use metal pilings to reinforce the wall and quotations are now awaited. It is expected that the cost will rise considerably from the previous quotation of around £11k. It was agreed to inform the neighbouring property owner of the structural engineer’s recommendations.
  4. To note information on oil tank bunding & concrete slab – since the last meeting, it had been agreed by Cllrs Hadlow and Thomas that a new oil tank and concrete slab would be installed so that the heating system is fully compliant with building and OFTEC regulations. The decision was taken under powers delegated to Cllrs Hadlow and Thomas so as not to delay the project further.
  5. To note quotation for AV equipment (excludes electrical wiring) – NOTED. The price quoted is just over £14k and it was agreed that this could not be taken forward at present. However, it could be something that the Management Team is asked to fund raise for. Keith Johns had advised not to install electrical wiring ahead of time as the specification of the equipment may change.
  6. To note minutes of Management Team meetings on 26<sup>th</sup> November & 10<sup>th</sup> December 2020 – NOTED.
  7. To consider PC representatives on the Management Team – it was noted that Richard Jackson (Chairman) and Jaqueline Hascombe-Brook (Secretary) had stepped down from the Team due to other commitments. The Management Team will appoint replacements at its next meeting. It was AGREED that Cllr Sheila Marvin would be a PC representative on the Team.
  8. To consider draft documents prepared by CPHMT: Hire Agreement; Terms & Conditions of Hire; Rates of Hire – Phil Nutt (Treasurer) presented the documents to Councillors who were asked to feedback any comments or suggestions to the Clerk. The documents will then be reviewed and agreed at the next meeting.
  9. Cllr Marvin – spreadsheet of project expenses – NOTED.

Community fundraising was also discussed and it was agreed to write to local business owners requesting donations for specific projects such as the kitchen, AV equipment or retaining wall. Cllrs Fullerton, Hadlow and Thomas will draft a letter which can be agreed by email and sent before the next meeting.

- (b) To consider correspondence from The Connections Bus Project – it was agreed to send the information to the Parish Hall Management Team to follow up at a later date.
- (c) Telephone boxes – maintenance & repair: It was agreed to put a sign in each box confirming the PC’s ownership and maintenance of the boxes which are regularly inspected by Councillors. Members of the public should refer all maintenance issues to the PC and should not undertake work without the PC’s prior approval.
- (d) To consider attendee to LHI Panel Meeting, Wednesday 3<sup>rd</sup> March re: speed reduction near Hobbs Warren – it was agreed that Cllr Rob Treanor would attend on the PC’s behalf.
- (e) Update regarding completion of LHI project in North Ward – the Moveable Vehicle Activated Signs (MVAS) will be put into position once suitable volunteers can be found (due to current Covid-19 restrictions, volunteers need to be from the same household or ‘bubble’). A resident at the meeting said that they may be able to help; they will liaise with Cllr Day in due course.
- (f) Covid-19 – update on current guidance in relation to PC business & local volunteer support group – none.

#### **140/20/21 Cemetery Matters**

- (a) St Mary’s PCC re: closure of Old Cemetery (response sent) – NOTED.

#### **141/20/21 Correspondence for Information**

- (a) SERV Suffolk & Cambridgeshire re: thank you for donation – NOTED.
- (b) Resident re: PC procedures and complaints – NOTED.

#### **142/20/21 Date of Next Meeting & Matters for Future Consideration.**

9<sup>th</sup> March; 13<sup>th</sup> April.

It was proposed to set a provisional date of the 4<sup>th</sup> May (one week earlier than originally advertised) for the Annual Meeting of the PC so that the meeting can be held online. This is subject to change dependent upon current legislation which allows remote meetings being extended beyond 7<sup>th</sup> May – AGREED.

Councillors were asked to send documents for meeting packs by Tuesday lunchtime ahead of post out on Thursday before the meeting.

The meeting was closed at 9:21pm.

Statutory powers relating to this month's payments:

- (1) LGA 1972, s.142.
- (2-3) LGA 1972, s.112.
- (4) Parish Councils Act 1957, s.3; Highways Act 1980, s.301.
- (5-6) Open Spaces Act 1906, ss.9-10 s.15; LGA 1972, s.214(6); Local Authorities' Cemeteries Order 1977.
- (7-12) LGA 1972, s.111.
- (13) Parish Councils Act 1957, s.3; Highways Act 1980, s.301.
- (14) LGA 1972, s.133
- (15-16) Cashbook Transfers